

Matt Clarke

Deputy Harbormaster

14th March 2015

Andrea Browning

Personnel Director

& Homer City Council

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Homer

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Matt Clarke

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www.cityofhomer-ak.gov/port

Re: Internal Job Posting, City Manager

Dear Homer City Council,

I have envisioned pursuing employment as the Homer city manager and once considered my eventual eligibility might come through the culmination of experience and responsibility learned through the natural progression of the job ladder within our organization, i.e., first department head, then city manager. Given the current challenge faced by the city of Homer to seek a qualified leader, I am compelled to submit my resume and ask you to consider the following

My core qualifications include a bachelor's degree in business administration, seven years managerial authority of 12 employees and direct budgetary oversight of a 1.3 million dollar operations budget as the deputy harbormaster, experience working with the Homer city council and port & harbor commission under assignment as the acting port director, successful grant writing with ADEC and DHS, a strong understanding of local, state and federal environmental laws which resulted in the state's first Clean Harbor certification, and experience with employee health benefits as the former chairman of the City of Homer's Employee Committee.

Most importantly, I understand the needs and requirements of our community with respect to public safety, environmental stewardship, and the economy. I conduct business as a customer service oriented manager and leader; supporting a port & harbor department that is open for commerce 24 hours day. My qualifications are further supported by my previous work history in Homer; including seven years self-employment in the commercial fisheries, nine years ownership of a marine transportation and tour business, and two years employment in the North Slope oil field.

I respectfully offer to the Homer city council, my services as city manager under a six month probationary term. One that allows me to return to my position as the deputy harbormaster if I am not the right fit.

Sincerely,



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EDUCATION

W. Washington University
Bachelor of Arts
Business Administration
Bellingham | 1994

Roosevelt High School
General Education
Seattle | 1989

EXPERTISE

Customer Service
Communication
Report Writing
Public Speaking
Policy Enforcement
Regulatory Compliance
Conflict Resolution
Emergency Response
ICS 300 & 400 Training
Vessel Towing

TECHNOLOGY

Microsoft Office Software
Marina Database Software
Programmable VHF Software
Video Surveillance
Social Media

WORK EXPERIENCE

City of Homer, Port & Harbor Department

Deputy Harbormaster, Core Duties As Assigned

Homer, Alaska | May 2008 – present

Charged with management of the operations division within the port & harbor department that is open for business 24 hours a day .

- Supervises five full time and seven seasonal employees, responsible for scheduling, training, performance evaluation and discipline
- Budget preparation and oversight of a 1.3 million dollar operations budget.
- Oversees the interface between operations and administration for vessel moorage tracking, database records, facilities usage, services rendered and all associated revenue streams.
- Responsible for customer contact and processing of all delinquent accounts
- Enforces terminal tariff policies under the authority of the port director
- Manages approximately 700 annual vessel-stall lease assignments.
- Assists the port director as an alternate facility security officer in accordance with 33 CFR 105 waterfront facility security regulations.
- Assists the port director with federal, state, and local environmental compliance.
- Implements best management practices in accordance with Alaska Clean Harbor's guidelines.
- Responds to fire, medical, and environmental emergencies

City of Homer, Port & Harbor Department

Deputy Harbormaster, Other Duties As Assigned

Homer, Alaska | May 2008 – present

- Attends Homer city council and port & harbor commission meetings under the assignment as acting port director.
- Collaborated with staff to draft resolution 14-019(A) and testified to the Homer city council on behalf of the port & harbor.
- Drafted ordinance 12-59 and supporting documents, accepting grant funding from the ADEC for HAZWOPER training.
- Drafted the port & harbor, Alaska Clean Harbor's application resulting in certification in accordance with resolution 10-61.
- Served as chairman of the employee committee drafting a comprehensive summary of employee health care benefits and costs with presentation to the Homer city council.
- Drafted the DHS grant application associated with the deep water dock security gate and video surveillance equipment in accordance with ordinances 09-56 and 12-04.

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Credit Score

Credit Score of 816

Equifax (range 334 to 818)

Homer, Alaska | 2015

A result of a recent credit application, my near-perfect credit score should bring some assurance to the Homer city council as to how I conduct my personal finances.

Particularly, since the city manager is in charge of an 18 million dollar operating budget.

Training & Certificates

ICS 300 & 400 emergency management
State of Alaska ETT certified
India-Tango STCW marine firefighting
USCG 100 ton merchant mariners license

REFERENCES

Mr. Bryan Hawkins

| Port Director

Port of Homer, Alaska

Tel: (907) 399-6003

Email: bhawkins@ci.homer.ak.us

Mr. Ian Pitzman

| Owner/Member

Fortune Sea, LLC

Tel: (907) 299-1159

Email: ian@fortunesea.net

Mrs. Andrea Petersen

| Human Resources Gen.

Sierra Nevada Corporation

Tel: (775) 409-2233

Email: andrea.petersen@sncorp.com

ADDITIONAL PROFESSIONAL EXPERIENCE

Port Security & Screening Services

Owner

Homer, Alaska | April 2014 - present

Providing screening services for vessels requesting security in accordance with 33 CFR 105 waterfront facility security regulations. Employing three seasonal, part-time employees. Secondary employment form on file with personnel department.

Smoke Wagon Water Taxi & Charter, LLC

Managing Member

Homer, Alaska | 1998 - June 2007

A seasonal business, providing marine transportation, kayak rentals, and tours to all destinations within Kachemak Bay. Employed up to four seasonal part-time employees and three vessel captains.

Peak annual operating budget of \$175,000 and assets valued at \$250,000.

Commercial Fishing, Self-Employment

Crew Member, Deck Hand

Coastal Alaska | 1992 - 1996 and 1999 - March 2001

Bering Sea crab

Cook Inlet salmon drift, permit & vessel owner, and crewmember

Herring seine & tender

Halibut longline

Nabors Alaska Drilling, Inc

Roughneck

Prudhoe Bay, Alaska | 1996 - December 1998

Employed as a roughneck on rig 18-E, drilling oil wells under contract with BP and ARCO.

CAREER HIGHLIGHTS

I think the single most important accomplishment in my career has been assisting the port director in the mitigation of the derelict and abandoned vessels that once plagued our community. Approximately 15 vessels ranging from 50' to 400' have been removed from the harbor and city owned beaches since 2010. We are now considered experts in this field and Homer is no longer at risk from their potential to pollute our waterways.